



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

REASONABLE USE EXCEPTION APPLICATION PACKET

REASONABLE USE EXCEPTION APPLICATION – INTRODUCTION

(TYPE III DECISION)

What does Type III refer to?

Type III land use and land division decisions are also referred to as quasi-judicial decisions made by the City of Auburn Hearing Examiner following a public hearing. The Hearing Examiner is responsible by City Code to interpret, review, and implement land use, land division, and other ordinances and regulations. City staff conducts an initial review of the application and submits a written recommendation to the City's Hearing Examiner who conducts the public hearing. At the hearing interested citizens can participate by entering written, verbal, or visual testimony, information, and exhibits on the proposal. Following the public hearing, the Hearing Examiner issues a written decision that can be appealed to the Superior Court of the county in which the property is located (King County or Pierce County).

Under what circumstances will a Reasonable Use Exception be granted?

A reasonable use exception may be made when all reasonable use of a property is denied if strict application of environmental standards is enforced. An applicant must demonstrate this by addressing compliance with the criteria found under Auburn City Code (ACC) 16.10.150, included under 'Written Statement' in the Submittal Checklist.

Is the Reasonable Use Exception a fast-track method for project/permit approval?

No, Reasonable Use Exceptions do not eliminate the need for any other permit or approval otherwise required for a proposal by applicable city codes.

How long before I am notified if my application is complete?

At the time you submit an application, you must submit all of the written and graphic information listed in this application under "Reasonable Use Exception Application Submittal Checklist": Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

How long before I know the Reasonable Use Exception has been approved or denied?

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days. The Hearing Examiner will issue a decision within 10 days of the public hearing or in extraordinary cases, within 20 days.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.

QUESTIONS? PHONE 253.931.3090 or E-MAIL permitcenter@auburnwa.gov



CITY OF AUBURN
 Planning & Development Department
 Auburn City Hall Annex, 2nd Floor
 1 East Main Street
 Auburn, Washington 98001-4998
 Tel: 253.931.3090
 Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEES PAID: _____ **CHECK/CASH:** _____
SUBMITTAL DATE: _____
LAND USE DESIGNATION: _____

REASONABLE USE EXCEPTION APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			EXISTING USE OF SITE: _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	_____
_____	_____	_____	_____
_____	_____	_____	PROPOSED USE OF SITE: _____
_____	_____	_____	_____
AREA TO DEVELOPED (s.f.): _____			_____



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

**REASONABLE USE EXCEPTION
APPLICATION**

**REASONABLE USE EXCEPTION – LETTER OF
AUTHORIZATION**

(A copy of this letter must be submitted for each property owner involved)

I, _____ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [] have not appointed anyone, or [] have appointed _____ , to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

Signature

Printed Name

Date

City and State where signed

Address



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, WA 98001-4996
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

REASONABLE USE EXCEPTION APPLICATION

REASONABLE USE EXCEPTION APPLICATION CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

Type I Applications (administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act [SEPA]):

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision

- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

Type II Applications (administrative decisions made by the city which include threshold determinations under SEPA):

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):

- Conditional Use Permit

- Preliminary Plat
- Special Exceptions
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

Type IV Applications – quasi-judicial decisions made by the city council following a recommendation by the hearing examiner:

- Rezone (site-specific)

OTHERS - as may apply:

- SEPA _____
- SHORELINE EXEMPT _____
- _____
- _____



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

**REASONABLE USE EXCEPTION
APPLICATION**

REASONABLE USE EXCEPTION – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the exception review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

APPLICATION FEES - Make checks payable to the City of Auburn

All application fees, including, but not limited to: Variance Fee. Some fees will not be invoiced until actual costs are known. Link to current year's fee schedule can be found @ <http://www.auburnwa.gov/forms>

WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Final Plat (Subdivision) Application Submittal Checklist. **(One [1] original and 9 copies)**
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM** Identify applications for projects, permits, or any other land use decisions that are being submitted concurrent with the Reasonable Use Exception application.
- D. **SEPA CHECKLIST.** Submit a **completed** Environmental Checklist together with any supporting documentation, such as a critical areas report (see below), or information to address potential or known environmental impacts resulting from the proposal.
- E. **CRITICAL AREAS REPORT (6 copies)**, if applicable, addressing compliance ACC 16.10 (Critical Areas) prepared by a qualified consultant as defined by ACC 16.10.020 as a person who has attained a degree from an accredited college or university in the subject matter necessary to evaluate the critical area in question (e.g., biology, ecology, or horticulture/arboriculture for wetlands, streams, wildlife habitat, and geology and/or civil engineering for geologic hazards, and hydrogeologist for ground water protection areas), and/or who is professionally trained and/or certified or licensed by the State of Washington to practice in the scientific disciplines necessary to identify, evaluate, manage, and mitigate impacts to the critical area in question.

Known or Suspected Critical Area	Class	Analysis Required	Analysis Prepared
<input type="checkbox"/> Wetlands	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Stream	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wildlife Habitat Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Geologic Hazard Area Seismic, steep slope, landslide, & erosion	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Groundwater Protection Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other:			
<input type="checkbox"/> Flood Hazard - ACC 15.68	_____	<input type="checkbox"/>	<input type="checkbox"/>

F. **WRITTEN STATEMENT.** The burden of proof shall be on the applicant to provide evidence in support of the application and to provide sufficient information on which any decision has to be made. Applicants must demonstrate that the request complies with the following decision criteria:

1. No reasonable use with less impact on the critical area and its buffer is possible. There is no feasible and reasonable on-site alternative to the activities proposed, considering the possible changes in site layout, reductions in density, and similar factors, that would allow a reasonable and economically viable use with fewer adverse impacts;
2. The proposed activities, as conditioned, will result in the minimum possible impacts to affected critical areas;
3. All reasonable mitigation measures have been implemented or assured;
4. The inability to derive reasonable use is not the result of the applicant's actions or that of a previous property owner, such as by segregating or dividing the property and creating an undevelopable condition;
5. The applicant shall demonstrate that the use would not cause a hazard to life, health, or property.

PLANS & GRAPHICS - Total of ten (10) copies unless otherwise noted

A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) and drawn on paper no larger than **24" x 36"** at **1"=50'**. An index sheet, in above-specified size, is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.

- B. **SITE PLAN:**
1. North arrow, graphic scale, and date plan was prepared;
 2. Boundaries and dimensions of lot lines, existing or proposed;
 3. Adjacent public streets;
 4. Easements, existing and proposed;
 5. Location and size of all existing and proposed utilities;
 6. Location of all buildings, including setbacks from existing and proposed lot lines;
 7. Location and layout of off-street parking;

- 8. Location and height of fences;
- 9. Location and size of signs;
- 10. Conceptual landscape plan (refer to Item D below for more information);
- 11. Height of structures;
- 12. Points of access, interior streets, driveways, and parking areas;
- 13. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths;
- 14. Proposed right-of-way, dedications and improvements;
- 15. Location of storm water quality/detention facilities;
- 16. Boundaries of development phases, if applicable; and,
- 17. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.

D. LANDSCAPING/PLANTING PLAN If required for critical area mitigation, the landscape plan shall be prepared in accordance with ACC 18.50 (Landscaping and Screening) inclusive of:

- 1. North arrow, graphic scale, and date plan was prepared;
- 2. Boundaries and dimensions of the property;
- 3. Adjacent public and private streets;
- 4. Location of on-site buildings;
- 5. Location of on-site parking areas;
- 6. Location of outdoor storage areas;
- 7. Location and size of landscape areas;
- 8. Location of significant trees;
- 9. Location of water source(s);
- 10. Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains;
- 11. Plant schedule of common and scientific names of species, minimum tree calipers at time of planting, and quantity of each species;
- 12. Proposed building and site lighting, especially if proposed to be softened or screened by landscaping/planting; and,
- 13. Information on the plan as to how the landscaping will be maintained, such as type of irrigation system or native plants.